United Nations ST/AI/2011/7/Amend.2

Secretariat

23 July 2012

Administrative instruction

Rest and recuperation

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing General Assembly resolution 66/235 B, the Under-Secretary-General for Management amends administrative instruction ST/AI/2011/7/Amend.1, entitled "Rest and recuperation", to reflect the revised set of criteria for the granting of rest and recuperation travel and the corresponding frequencies of travel.

2. The annex of ST/AI/2011/7/Amend.1 is replaced with the annex to the present instruction.

3. The present instruction shall enter into force on 1 July 2012.

(*Signed*) Yakio **Takasu**
Under-Secretary-General for Management

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Please recycle

Annex

Rest and recuperation framework

Frequency	*Conditions*
6 weeks[a]	Extreme situations as follows: • Very dangerous locations where staff are directly targeted as a result of their association with the United Nations or where premises are targeted, causing imminent threat to staff • Locations where there is war or active armed conflict and where staff are at high risk of becoming collateral damage
8 weeks	All non-family/restricted duty stations: • All duty stations declared by the Department of Safety and Security as restricted for all eligible dependants for security reasons • All duty stations designated as "non-family" by the Chair of the International Civil Service Commission
12 weeks	Duty stations with a high level of hardship: • Non-capital duty stations with a hardship classification of D or E • Exceptional cases of category E capital cities

[a] For very exceptional cases, a four-week rest and recuperation cycle can be approved by the Chair of the International Civil Service Commission, under delegated authority from the Commission, upon the recommendation of the Human Resources Network of the United Nations System Chief Executives Board for Coordination.